



## Comprehensive. Outsourced. Human Resources.

For nearly 20 years, ManagEase has helped companies across a broad spectrum of industries turn Human Resources (HR) management into a competitive advantage. Our experts live and breathe all things HR, and maintain the highest level of HR certifications and credentials.

Our passion is serving leaders, like you, by easing your HR burdens so you can focus on more important things – like growing your business.

### Our Services

- Consulting
- Compliance Assessments
- Hiring & Terminations
- Recruitment
- Training
- Compensation
- Benefits
- HR & Payroll Staffing
- Payroll Management
- Handbooks, Policies & Other HR Documents
- Harassment-Related Services
- Safety
- Leaves of Absence



CUSTOMIZED HR PROGRAMS EXCLUSIVELY FOR  
CLIENTS OF ALLIANT INSURANCE SERVICES





## ManagEase Resource Program - Option 1

A single source for all your human resources needs.

ManagEase can help you avert potential HR related issues or problems before they develop and assist in responding to those crises that do occur. Our overriding goal is to help you reduce or eliminate the human resources risks inherent in today's employment environment. We can assist with consultative advice and project services for clients throughout the nation.

- **Regular HR Alerts and Notices** - Prepared by our certified experts on important human resources, payroll and benefits regulations, best practices and trends.
- **Access to Monthly Webinars** - Provided via GoToWebinar on current HR-related topics and best practices, state and federal regulatory changes and guidelines. See webinar schedule for dates and topics (last page).
- **Compensation Reports** - Includes pay and benefits analysis, with geographical and market specifiers. Up to six title reports per year. (Additional reports may be purchased.)
- **HR Forms Library** - Unlimited use of forms and documents from our regularly updated online library. A login credential will be e-mailed to each enrollee.
- **Special Pricing** - Access to special pricing on essential human resources and payroll services through our valued national partners.





## ManagEase Client Care Program - Option 2

A single source for all your human resources needs.

ManagEase can help you avert potential HR related issues or problems before they develop and assist in responding to those crises that do occur. Our overriding goal is to help you reduce or eliminate the human resources risks inherent in today's employment environment. We can assist with consultative advice and project services for clients throughout the nation.

- **HR On-Call Hotline** - Unlimited toll-free calls to our expert HR consultants for verbal support on state and federal requirements. Managers have access to regulatory consultations and support for employee management and situational issues. Convenient Live Hours from Monday-Friday, 8:30am-5:00pm PT with after-hours emergency on-call services. (Written or e-mail responses, special research or policy preparation can be provided for an additional service fee when pre-authorized by the client.)
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**HR ON-CALL HOTLINE #**

(888) 378-2456



# HR On-Call Hotline

## HR On-Call Hotline - Answers Are Just a Phone Call Away!

Speak directly to HR and Risk Management experts and get practical answers right away. Experienced certified HR consultants are available Mon-Fri, 8:30am-5:00pm PT.

### HR On-Call Hotline includes the following features:

- One-on-one telephone support for day-to-day employment issues
- Calls are answered by PHR or SPHR certified HR professionals
- Convenient "live" hours from 8:30 a.m. to 5:00 p.m. PT daily, with after-hours emergency on-call services.
- National service for companies in all 50 states
- Federal and State HR, Payroll and Benefits-related Guidance

**HR On-Call can help you** decrease your chance of employment-related lawsuits, improve your handling of employment-related challenges, and increase profitability, morale, and productivity. **HR On-Call assists businesses** by delivering timely, practical advice and sound answers to your specific HR and employment-related questions. Your HR questions will be answered by an experienced team of certified HR professionals with practical experience and expertise in addressing day-to-day employment issues *before* they become expensive problems.

### Our HR On-Call Hotline consultants answer questions related to a broad range of HR topics, including:

- Employee Relations & Employee Behavioral Issues
- Harassment and Discrimination Allegations
- Discipline and Terminations
- COBRA Compliance
- Wage and Hour Issues
- Employee Benefits
- Leaves of Absence
- Performance Management

**HR ON-CALL HOTLINE #**  
**(866) 378-2456**



You'll feel confident and secure knowing that HR On-Call support is there when you need it the most.





## ManagEase Benefit Advocacy Solution Center - Option 3

Whether your client has a simple or complex benefit program, our benefit experts are able to interpret and provide assistance for all benefit lines.

Employees have unlimited toll-free calls and e-mails to our benefit experts and HR generalists, who are specially trained to handle, answer and resolve questions regarding the company's benefits and healthcare programs. We answer questions on coverage, claim issues, health care reform, and many other related areas of concern to employees.

- **Phone Support 7:00am to 5:00pm PT, Mon-Fri**
  - Unlimited toll-free calls
  - Unlimited e-mails
  - Quick and effective inquiry management and resolution
  - Knowledgeable and professional benefits experts
- **Benefit Coverage Inquiry Resolution**
  - Full knowledge of client benefit plans
  - Full knowledge of eligibility rules
  - Coordinate with benefits vendors, carriers, and third party administrators
- **Claims Assistance & Resolution**
  - Assistance from conception to completion
  - Work with insurance vendors, carriers, and third party administrators
  - Claim appeal assistance and processing
- **Utilization Reporting**
  - Reports are provided quarterly or upon request
  - Reports are provided via e-mail to the account manager
  - Reports include details of number of calls and emails received
  - Reports include details of usage by month, quarter, and year
  - Reports include details of type of inquiry (i.e. medical, dental, vision, etc.)

### \$1250 set up fee

Option 3 - Benefits Advocacy Program	
# of Employees	Price
< 200	\$1.65 per EE per mo.
200 - 500	\$1.45 per EE per mo.
500+	\$1.40 per EE per mo.

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### Services listed below require a custom quote

#### Benefits Administration

- Open enrollment processing and support
- Benefits orientations
- Benefits enrollment and terminations
- Benefits billing reconciliation



# 2016 Webinar Training Schedule

<p><b>JAN 7</b> Thursday - 10:00am to 11:30am</p> <p>New Federal &amp; State Regulations: Focusing HR in 2016</p>	<p><b>FEB 4</b> Thursday - 10:00am to 11:30am</p> <p>Administering California's Fair Pay Act: What All Employers Must do to Comply</p>	<p><b>MAR 10</b> Thursday - 10:00am to 11:30am</p> <p>Planning for the Future Workforce: Trends and Best Practices in Interviewing, Screening, Testing, and Onboarding</p>
<p><b>APR 14</b> Thursday - 10:00am to 11:30am</p> <p>Leading &amp; Engaging a Successful Multi-Generational Workforce</p>	<p><b>MAY 18</b> Wednesday - 10:00am to 11:30am</p> <p>ACA Update and Reporting Requirements for 2016</p>	<p><b>JUN 15</b> Wednesday - 10:00am to 11:30am</p> <p>HR Compliance Competencies for Multi-State Employers</p>
<p><b>JUL 21</b> Thursday - 10:00am to 11:30am</p> <p>Developing Workplace Etiquette &amp; a Professional Dress Code</p>	<p><b>AUG 10</b> Wednesday - 10:00am to 11:30am</p> <p>How to Build a Positive Workplace Culture using the New Principles of the Science of Happiness</p>	<p><b>SEP 14</b> Wednesday - 10:00am to 11:30am</p> <p>Improving Performance Review Systems: Strategies for Meaningful Employee Appraisals</p>
<p><b>OCT 13</b> Thursday - 10:00am to 11:30am</p> <p>How to Implement and Maintain an Effective Safety Program for All Industries</p>	<p><b>NOV 17</b> Thursday - 10:00am to 11:30am</p> <p>Disability Accommodations &amp; Leaves of Absence Management for: Obesity, Inflammatory Conditions &amp; Chronic Illnesses</p>	<p><b>DEC 14</b> Wednesday - 10:00am to 11:30am</p> <p>How to Minimize Retaliation Claims: Recognize &amp; Understand Workplace Complaints</p>

This schedule is subject to change pending state and federal developments. Continuing education credit for attendees from HRCI, SHRM, or APA (American Payroll Association), or a combination thereof is generally available for programs; available certifications will be noted on the individual registration flyers.

## Questions? Please Contact Marie Knotts.

Phone: (888) 230-3231 x655

E-mails: [sales@managease.com](mailto:sales@managease.com)

## Registration Fees

**FREE**

Current Client Care and Resource  
Program Members

**\$95**

ManagEase Clients

**\$195**

Public Fee

